

February 14, 2002

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

## **CHILD SUPPORT SERVICES DEPARTMENT - WEST COVINA**

This memorandum is in response to your Board's instruction (motion of Supervisor Antonovich on July 17, 2001, Syn. 56), to report back regarding actions that will be taken and means to address any problems at the Child Support Services Department (CSSD) office located at 2934 East Garvey Avenue, West Covina, including an evaluation of expanding and/or retrofitting this space.

We identified three basic problems associated with the building and have been working with the building owner in order to solve them on site as an alternative to relocating the office. The issues are space/layout, parking, and seismic retrofit.

### **Space**

This 47,750 square foot office was designed in December 1990 for about 200 staff. In the last ten years this program has grown to 242 budgeted positions and outgrown the current floor plan. The Department has requested an additional 6,250 square feet; however, County standards would suggest that the current space is sufficient if it is redesigned to optimize use. Additionally, the current layout has also engendered a security problem—the configuration of the elevator lobbies does not permit CSSD to secure staff areas appropriately; only reconfiguration will solve this security problem.

**Proposed Solution:** Although reconfiguration is more expensive than expansion, we believe it to be the more prudent choice due to the age and deterioration of the existing furniture, lower costs in the future, and the need to reconfigure at least to secure the staff areas from the public.

### **Parking**

The current lease allocates 144 parking spaces to CSSD, 50 spaces short of the 194 needed, based on current standards. The limited parking available at this site has forced the staff to park on nearby streets and for the owner to provide valet service at a monthly cost of \$2,500.

**Proposed Solution:** The owner has agreed to provide adequate parking within the lease.

### **Seismic Retrofit**

DPW has indicated that prior to lease renewal, a portion of this building will require seismic retrofitting based on design and construction deficiencies at a cost of between \$530,000 and \$781,000 (equivalent to an amortized value of up to \$0.21 per square foot per month).

**Proposed Solution:** The owner is prepared to make appropriate improvements.

### **OTHER OPPORTUNITIES**

The workload statistics for 2000-01 for CSSD Division III indicate the clients are primarily being drawn from the following communities: about one-half of the clients are from the Belvedere, Lincoln Heights and El Monte areas, one-third are from the Pasadena and San Gabriel areas, and about one-fifth are from the Pomona area. As is the norm for any lease renewal, my staff has conducted a search for alternative space in the service area to fit CSSD needs. We have been unable to locate nearby space within the Fifth District as instructed by Supervisor Antonovich.

### **RECOMMENDATION**

We are continuing to work with the owner to resolve the above issues and agree on a lease at a fair term and price, as compared with market. Unless instructed otherwise, we will proceed in that direction.

Each Supervisor  
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If you have questions, please contact me or your staff may contact Sharon Yonashiro at (213) 974-2273.

DEJ:SNY  
MV:MDS:i/h

c:     Executive Officer, Board of Supervisors  
        County Counsel